

City of Burbank
Park, Recreation and Community Services Department
PO Box 6459
Burbank, CA 91510



Dear Burbank Community Partner:

Sharing is caring!

The City of Burbank is implementing a new program titled "Burbank Shares". The goal of Burbank Shares is to connect businesses and nonprofits so they can share resources. Burbank Shares will be a webpage on the City of Burbank website. This webpage will be a clearinghouse where businesses can connect with nonprofits to share surplus items (from paper to furniture) they might otherwise be throwing away. Why throw it away when someone else can use it?

How will Burbank Shares work? The "wish lists" of local nonprofit organizations will be displayed on the Burbank Shares webpage. Local businesses will be able to view the lists and contact the nonprofits to donate items.

Burbank Shares is a mutually beneficial partnership between local business and local non-profit agencies. Businesses can get a tax credit for their donation, and nonprofits will receive items they need to further their mission. Furthermore, the project fits right in with the city's sustainability goal of being a "green" city! This program benefits everyone in our community.

You can be part of Burbank Shares by completing the attached forms (Application and Donee Disclaimer), signing, and returning by fax to (818) 238-5321 or mail to: City of Burbank Park, Recreation and Community Services, Attn: Viviana Ardila, PO Box 6459, Burbank, CA 91510.

Please feel free to call me if you have any questions at (818) 238-5322

Let's show we really care. Let's share!

Viviana Ardila
Community Resources Coordinator



NONPROFIT APPLICATION

Name of Nonprofit: _____

Contact Person: _____

E-mail: _____

Phone number: _____

Fax number: _____

Address: _____
Street Zip Code

Tax ID # _____

Do you currently issue tax donation letters? Yes ____ No ____

Please write a brief description of the organization's mission:



Type of items needed (please circle):

- Desks
- Desk Chairs
- Lamps
- Tables
- Printers
- Scanners
- Fax Machines
- Paper Color: _____
- Binders Size: _____
- Sofas
- Television sets
- Soft Chairs
- Office chairs
- Monitors
- Keyboards
- Computers
- DVD player

Size: _____

Additional Items (please specify):

Office supplies (please specify):

Art supplies (please specify):

Please list other items on your organization's wish list:
